2024
GENERAL ELECTION
NOVEMBER 5TH
ELECTION OFFICER
TRAINING



ELECTION OFFICER TRAINING AGENDA

- ✓ EXCUSED AND EARLY VOTING INFORMATION
- ✓ ELECTION OFFICER EXPECTATIONS
- ✓ SBE FORMS
- ✓ E-POLL BOOKS
- ✓ VERITY SCAN AND TOUCHWRITER MACHINES



EXCUSED ABSENTEE VOTING

OCTOBER 23RD, 24TH, 25TH, 28TH, 29TH, 30TH

SHELBYVILLE CO CLERKS OFFICE

501 WASHINGTON ST SHELBYVILLE KY 40065

8:30AM TO 4:30PM

EARLY VOTING
OCTOBER 31ST 10:00AM TO 6:00PM
NOVEMBER 1ST 10:00AM TO 6:00PM
NOVEMBER 2ND 8:00AM TO 4:00PM
SHELBYVILLE CONFERENCE & WELCOME CENTER
219 7TH ST SHELBYVILLE

IF YOU ARE NOT WORKING AT YOUR HOME PRECINCT YOU MUST USE ONE OF THESE OPTIONS

ATTENTION!

ALL VOTING MACHINES ARE TO BE UP AND RUNNING BY 6:00AM

PRECINCT OFFICERS RESPONSIBILITIES

ARRIVE & END OF DAY	ARRIVE AT POLLING LOCATION AT 5:00AM TO ENSURE POLLING LOCATION IS READY TO OPEN AT 6:00AM. ALL VOTERS IN LINE BY 6:00PM WILL BE ALLOWED TO VOTE. THE SHERIFF WILL GET IN LINE AT 6:00PM TO ENSURE LAST VOTER VOTES.
ASSIST	ASSIST IN OPENING & CLOSING MACHINES
MONITOR	MONITOR VOTING MACHINE DURING VOTING PROCESS
SECURE	SECURE THE VOTING MACHINES AFTER POLLS HAVE CLOSED
CONTACT	CONTACT COUNTY CLERK TO REPORT ANY PROBLEMS

PERSONS ALLOWED IN POLLING LOCATION

- ELECTION OFFICERS
- VOTERS (INCLUDING MINORS WITH VOTERS)
- LAW ENFORCEMENT OFFICERS
- MEMBERS OF THE MEDIA FOR LIMITED PURPOSE OF FILMING THE VOTING PROCESS. THEY MAY NOT CONDUCT INTERVIEWS WITH VOTERS OR PRECINCT OFFICERS INSIDE THE POLLING LOCATION
- CHALLENGERS

ALL FORMS LOCATED IN WHITE BINDER PLEASE SIGN ALL FORMS REQUIRING A SIGNATURE FROM ALL OR ONE PRECINCT OFFICER(S)

VOTER **ELECTION OFFICER** OATH OF VOTER **AFFIRMATION AFFIRMATION** PRECINCT MAP **ASSISTANCE SBE31 VOTER SBE32** SBE71 SBE72 E-POLL **CITY STREET MAP** LIST OF ABSENTEE SHERIFF REPORT SAMPLE BALLOTS **VERIFICATION** (IF IN CITY LIMITS) **VOTERS** SHEET **VERITY VOTER PRECINCT VERITY SCAN TOUCHWRITER** NAMES TAGS REGISTRATION **ENVELOPE LOCATIONS LIST ENVELOPE** CARDS

SBE 79 DAILY VOTING MACHINE VERIFICATION SHEET LOCATED IN TOP PORTION OF VERITY MACHINE

BEFORE POLLS OPEN – PRECINCT OFFICERS (1 DEM & 1 REP) ENTER IN BEGINNING SEAL NUMBERS (RED & YELLOW) AND THE PUBLIC COUNT (0).

AFTER POLLS CLOSE – PRECINCT OFFICERS (1 DEM & 1 REP) ENTER ENDING SEAL NUMBERS (RED & BLUE) AND THE PUBLIC COUNT (TOTAL VOTES).







Commonwealth of Kentucky Daily Voting Machine Verification Sheet

THIS FORM IS REQUIRED TO BE COMPLETED BEFORE VOTING BEGINS AND AFTER VOTING ENDS EVERYDAY OF IN-PERSON VOTING! PUBLIC NUMBERS MUST BE READ ALOUD

Excused in-Person Abse	entee voting	No-Excuse In-Pe	erson Absentee Voting			
Election Day Voting						
DAT	E	N	IACHINE LOCATION			
5/16/	23		EXAMPLE			
TYPE OF I		DEV	/ICE SERIAL NUMBER			
		DE				
VERTY	SCAN		123456			
Type of Device	Current Numbe	r of Seal	Status of the Seal			
BEGINNING MEMORY DEVICE SEAL NUMBER	RED SE	EAL	■ SEALED ■ BROKEN			
BEGINNING TUB SEAL SERIAL NUMBER	YELLOW	SEAL	■ SEALED ■ BROKEN			
BEGINNING PUBLIC	0					
COUNTER NUMBER	0					
Verified by: Print	,	Cignoturo				
Democrat Election (Signature				
Democrat Election	Silicei					
Print		Signature				
Republican Election	Officer					
Type of Device	Current Numbe	r of Seal	Status of the Seal			
ENDING MEMORY	555.05					
DEVICE SEAL NUMBER	RED SE	-AL	SEALED BROKEN			
ENDING TUB SEAL	BLUE SI	FΔI	■ SEALED ■ BROKEN			
SERIAL NUMBER	BLUL SLAL					
ENDING PUBLIC COUNTER NUMBER	TOTAL VOTES END OF	ELECTION DAY				
Verified by:						
	Print/Signature					
Democrat Election Officer						
Democrat Election (Officer					
Print		Signature				
	/					

SBE 75 ELECTION CONTEST CHAIN OF CUSTODY:

THIS WILL BE TAPED ON TOP OF YOUR VERITY SCAN MACHINES.

COMPLETED BY ROAD DEPT

COMPLETED BY PRECINCT OFFICER



KENTUCKY STATE BOARD OF ELECTIONS

Election Contest Chain-of-Custody

/oting Site Location:
 A separate form must be completed for each transfer of records between a person(s) transferring and a person(s) receiving.
To Be Completed by Person(s) Transferring Election Materials:
Transferred By:
Site of Transfer:
Date/Time of Transfer:
Jpon initial inspection, did any materials show any signs of tampering or vandalism? Y N
Were all locking mechanisms locked at time of arrival? Y N
Do any locking mechanisms appear to be tampered with?
Name of anyone with access to materials after materials were transferred by the above-listed:
Date/Time of Departure:
Signature(s):
To Be Completed by Person(s) Receiving Delivery of Election Materials:
Received By:
Site of Delivery:
Date/Time of Delivery:
Upon initial inspection, do any materials show any signs of tampering or vandalism? Y N
Are all locking mechanisms locked at time of arrival? Y N
Oo any locking mechanisms appear to be tampered with?
Name of anyone with access to materials after materials were received by the above-listed:

Deliver all completed Chain-of-Custody Forms to the County Clerk in the jurisdiction of the voting site location.

SBE 75 08/2022

ELECTIONEERING

- NO ONE IS PERMITTED TO DO ANY ELECTIONEERING WITHIN 100 FEET OF THE POLLING PLACE ON ELECTION DAY.
- ELECTIONEERING IS NOT PERMITTED INSIDE THE POLLING AREA.
- VOTER WEARING CAMPAIGN MATERIAL AT THE PRECINCT MAY NOT BE FORCED TO LEAVE THE POLLING PLACE BECAUSE THEY ARE WEARING SUCH AS T-SHIRTS, BUTTONS, HATS, ETC UNTIL GIVEN A CHANCE TO CAST A BALLOT.

SHERIFF'S REPORT SBE 53 THIS REPORT **DOCUMENTS MAJOR CONCERNS AND SUGGESTIONS FROM** ELECTION DAY.

THE SHERIFF WILL **COMPLETE AND SIGN** THIS FORM.

Commonwealth of Kentucky State Board of Elections

PRECINCT ELECTION SHERIFF'S POST-ELECTION REPORT

KRS 117.355(1) Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall

include any irregularities observed and ar	іу гесопппенц	ations for improving the election process.
County		
Date Of Election		
Precinct		
Name Of Precinct Election Sheriff (Please Print)		
many details as possible, including names violations of KRS 117.255 relating to assist voting machine in primary elections to ena vote, voting more than once, or voting s	of alleged viola ting voters and ble the voter to upplemental p	ny irregularities, describe in your own words with astors of election laws. Alleged violations should include execution of the voter assistance forms, adjusting the vote for only persons for whom the voter is entitled to aper ballots. Violations of KRS 117.235 relating to equired, attach additional sheets as necessary. If no
,		
RECOMMENDATIONS FOR IMPROV		ECTION PROCESS: (Describe recommendations in
		,
		SHERIFF SIGNATURE

IRREGULARITIES

RECOMMENDATIONS

Date Signed

Signature of Precinct Election Sheriff

KRS 117.255 KRS 117.355

SBE 53 (2/10)

White - Grand Jury Canary - County Board of Elections Pink - Precinct Election Sheriff

SBE 71 VOTER AFFIRMATION FORM

USE SBE 71 IF VOTER IS USING THE FOLLOWING FORMS OF IDENTIFICATION:

- SOCIAL SECURITY CARD
- SBE APPROVED COUNTY ID CARD
- FOOD STAMP CARD
- ELECTRONIC BENEFIT CARD
- SUPPLEMENTAL NUTRITION CARD
- CREDIT/DEBIT CARD



KENTUCKY STATE BOARD OF ELECTIONS Voter Affirmation Form

	, do hereby affirm that the name I have given here is the name tha
am generally known by or the name I have given h	ere is as stated on my voter registration.
I further affirm that:	
To the best of my knowledge and belief, my date o	of birth is .
. My current residential address, including the stree	at address number is:
wiy current residential address, including the stree	t dudiess framber is.
	, if my address changed in the
twenty-eight (28) days prior to the date of this elect prior address was:	ction, I affirm that I moved on and that m
I am a citizen of the United States;	
I am qualified to vote in this precinc	ct under current Kentucky laws related to voter eligibility;
I have not voted and will not vote in	any other precinct during this election;
The following impediment has prevented me from	procuring proof of identification as defined under KRS 117.001:
Lack of transportation;	
Inability to obtain my birth certificat	te or other documents needed to show proof of identification;
Work schedule;	
Lost or stolen identification;	
Disability or illness;	
Family responsibilities;	
Proof of identification has been app	olied for, but not yet received;
I have a religious objection to being	photographed.
I understand that making a false statement as to a perjury.	ny of the affirmations on this form is punishable under penalties of
Signature	 Date
SBE 71 04/2022	

USE THIS FORM IF THE VOTER IS KNOWN BY THE ELECTION OFFICIAL BY NAME AS A RESIDENT OF THE COMMUNITY

SBE 72 ELECTION OFFICER AFFIRMATION FORM



KENTUCKY STATE BOARD OF ELECTIONS

Election Officer Affirmation Form

In accordance with K.R.S. 117.228(4), I	, do hereby affirm the
identity of	, an individual wishing to vote in this election, as this
individual is known to me by name and I know this in	dividual to be a resident of this community.
Signed Name of Election Officer	Date

SBE 72 (04/2022)

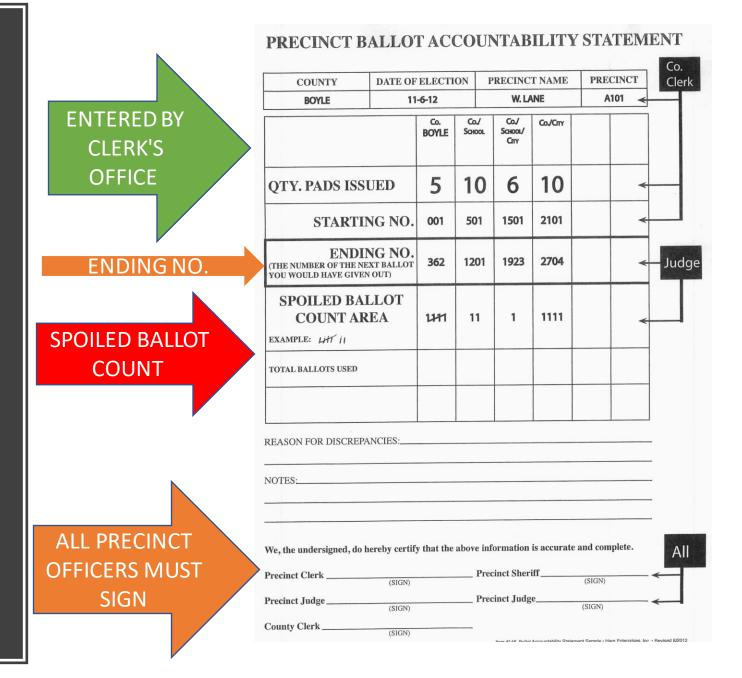
PRECINCT BALLOT ACCOUNTABILITY SHEET

THE STARTING NO. WILL BE ENTERED FOR YOU.

THE ENDING NO. WILL BE THE NEXT BALLOT NUMBER YOU WOULD HAVE ISSUED.

KEEP YOUR SPOILED BALLOT COUNT TO GET YOUR TOTAL BALLOTS USED

ALL PRECINCT OFFICERS MUST SIGN!



VOTER ASSISTANCE FORM SBE 31

A VOTER MAY HAVE ASSISTANCE DUE TO:

- BLINDNESS
- PHYSICAL DISABILITY
- INABILITY TO READ ENGLISH

IF THE VOTER HAS BEEN MARKED FOR PERMANENT ASSISTANCE, THE PERSON ASSISTING THE VOTER AND PRECINCT CLERK ASSISTING THE VOTER MUST SIGN SBE31

IF FILLING OUT SBE31 FOR 1ST TIME REQUIRES VOTER, PERSON ASSISTING AND PRECINCT CLERK MUST SIGN.

WHO MAY ASSIST THE VOTER?

- ANY PERSON OF THE VOTERS CHOICE EXCEPT:
- A VOTER'S EMPLOYER OR AGENT OF EMPLOYER
- AN OFFICER OR AGENT OF VOTER'S UNION

VOTER ASSISTANCE FORM

NOTE: A voter requiring assistance may be assisted by the two precinct judges or a person of the voter's choice who is not an election officer, except that the voter's employer, an agent of that employer, or an officer or agent of the voter's union shall not assist a voter.

NAME OF VOTER			DATE OF BIRTI (MM/DD/YYYY)			
RESIDENTIAL ADDRESS						
RESIDENTIAL ADDRESS	Complete St	reet Address		City	2	ip Code
PRECINCT NAME OR						
PRECINCT NUMBER						
Check ✓ one:	E . J			J	in at marken. The	6-II-udaa
			manent basis as indicated ad be witnessed by the pa			rollowing
			nent basis. Both of the			ompleted
and signed by the v	oter, the person as	sisting the voter, a	and be witnessed by the	precinct o	clerk/officer.	
OATH FOR VOTER	NOT CERTIFI	ED AS REQUI	RING ASSISTANC	E ON A	PERMANEN	T BASIS
oter certified as requiring	assistance on a <u>pe</u> r	<u>rmanent</u> basis as ir	ndicated on precinct rost	ter need n	ot sign this oath	section.)
hereby state, under oath (o	or affirmation), tha	t I am a qualified v	oter in the precinct indic	cated abo	ve, and that the	reason I
equire assistance in voting i	s (check one):	Blindness	Physical disability	☐ Inabi	lity to read Englis	sh
,	(,	
_		Signature or "i	mark" of voter			
Witness (two witnesses r	equired if "mark" is	s used)	Witness (two witness	esses req	uired if "mark" is	used)
•						
(THIS POR			ASSISTING VOTE		THE VOTER	
hereby state, under oath (o equiring assistance. I furth	RTION MUST BE BEFORE A or affirmation), tha	COMPLETED INTO VOTER CAN To I will operate the	BY THE PERSON ASS I RECEIVE ASSISTAL voting machine in accor	SISTING NCE) rdance wi	th the directions	
(THIS POF hereby state, under oath (c equiring assistance. I furth oter's union. Name of person as	RTION MUST BE BEFORE A or affirmation), tha er state that I am	E COMPLETED IN IN Y VOTER CAN IT I Will operate the not the voter's emp	BY THE PERSON ASS RECEIVE ASSISTAL voting machine in accordiologer, an agent of that of	SISTING NCE) rdance wi employer,	th the directions	
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E-POLL BOOK VERIFICATION SHEET

ENTER IN NUMBER OF E-POLL BOOKS YOUR PRECINCT LOCATION.

TOTAL VOTERS IN THIS LOCATION (PRECINCT RECORDS):

TOTAL VOTERS CHECKINS:

ALL E-POLL BOOKS AND VERITY MACHINE TOTALS SHOULD MATCH.

LIST ANY DISCREPANCIES
INITIAL AND DATE

E-POLL BOOK VERIFICATION SHEET

This form needs to be done at the end of election day

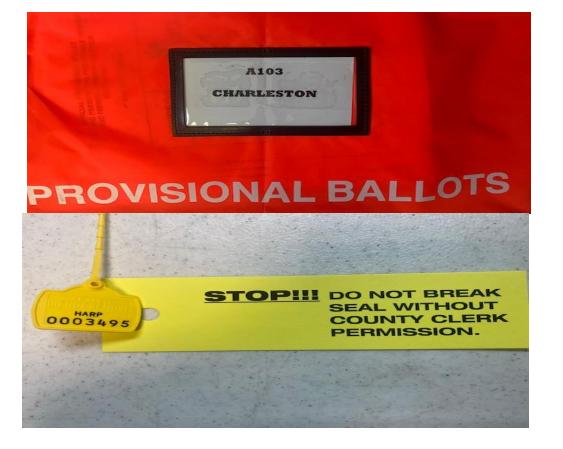
PRECINCT:

•	Number of E-Poll Books in this location:							
	Next 2 steps are located in the middle top of your E-Poll Book screen							
	■ MENU Documentation - 05/16/2023 Last Imported: 03/30/2023, 12:27:10 ☑ 信 ♀ &~&							
	Documentation Missouri Botanical Garden Precinct Records: 1015 Checkins: 0 (SB: 0) Countywide Records: 3015 Config. Profile: 3.4 Documentation							
	TOTAL VOTERS IN THIS LOCATION (Precinct Records):							
	2. TOTAL VOTERS CHECKINS:							
>	TOTAL NUMBER OF VOTES ON VERITY MACHINE IN THIS LOCATION:							
	These numbers should match Verity Scan Machine and your E-Poll Book's							
	Reason for discrepancies:							
	Election Officer Initials & Date							

Provisional Ballot Steps begin at pg. 44

DO NOT BREAK YELLOW SEAL without contacting the county clerk's office first.

All Precinct Workers must sign Provisional Ballot Accountability Statement even if none are used.



COMMONWEALTH OF KENTUCKY

PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT								
County	,	Date	of Election	Precinct Name			Precinct Code	
Choose E						tub Numb		
Primary Primary		erai <i>Democrat</i>		Froi	<i>m</i>		T	0
Election		publican						
Genera	al Electi	on						
We, the duly a provisional ba				is pr	ecinct, do ce	ertify below t	the nun	nber of
						oose Electi Primary or (
	Bal	lots		Primary			General	
					Elec <i>Pemocrat</i>	tion Republic	n Elec	
Number of	Ballots 1	Issued to P	recinct - a.		cmocrat	керивне		
Ballots Used	l (include	es spoiled l	oallots) – b.					
		Ballots (Jnused – c.					
		Total – (b	. + c.) – d.					
	Nun	mber of Spo	oiled Ballots					
If row d. does not agree with row a., explain the difference here:								
We, the under	rsigned,	do hereby	certify that t	he a	bove inform	ation is accu	ırate an	d complete.
Precinct Clerk								
Precinct Sherif	ff							
Precinct Judge								
Precinct Judge								

SBE 37 (12/05)



SUPPLEMENTAL PROCESS

If a voter has moved MORE than 30 days from deadline, They must be added to E-Poll book in the **new precinct**.

Contact clerk's office oath of voter, new voter registration cards etc.

See page 22 in EPB Guide Supplemental Process

See page 12 in EPB Guide Process Voter

If voter has moved LESS 30 day's they will vote in same location.

If a voter has moved from another County they are **NOT** eligible to vote in Shelby Count**y**



- 1. Green Case
- 2. Luggage tag
- 3. Flip Stand
- 4. Lightning to USB Cable and Power Adapter
- 5. Two (2) Stylus

- 6. 18" Power Cord
- 7. ID Tray (metal)
- 8. Printer (cords included)
- 9. Screen Cloth

Oath of Voter and Voter Registration Card are still in paper form. Supplemental Roster will be on your E-Poll Book.

Hands on training for this portion.

• Tip: Have the voter step to the side with an precinct officer to fill out both forms once completed follow steps on E-Poll book to complete check in.

COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS

precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as that I am duly registered as a (Political Party Preference) in this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election. be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above. I have committed a This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation _ Election Officer/Challenger dispute voter's qualifications.

SBE 32 (04/2022)

Request to vote in-person after mail-in ballot request.

		ions A & B below be				504150
A. Are you a citizen of the United States of America? YES NO If you checked "no" in response to either of						
B. Will you be 18 years of age on	or before election of	lay? YES NO	these qu	estions, <u>do not</u> com	plete this f	orm.
Check one:		F	OR CLERK US	E ONLY		
New Address Registration Change	PRECINCT CODE		PRECINCT NA	AME	TOWN	OTHER CODE
Party Name Change Change						
Social Security Number	Date of Birth (M-D-Y)	County (whe	re you live)	Work Phone	Home	Phone
Female Male Last	Name	First Name		Middle Name		circle one) II III IV
Address where you live (do not give PO	Box address):		Apt#	City	:	Zip Code
Address where you get your mail			Apt #	City	Z	ip Code
### WARNING: Per KRS 119.025, any person who causes himself to be registered when he is not legally entitled to register, shall be subject to penalties inaluding fines and/or a term of imprisomment not less than one (1) year nor more than (5) years. WARNING: Per KRS 119.025, any person who causes himself to be registered when he is not legally entitled to register, shall be subject to penalties inaluding fines and/or a term of imprisomment not less than one (1) year nor more than (5) years. Voter Declaration – read and sign below I am a U.S. Citizen. I am a U.S. Citizen. I am a u.S. Citizen. I will be at least 18 years of age on or before the next general election. I am not a convicted felon, or if I have been convicted of is felony, mit right to vote has been restored following an expungement. Executive Pardon, or Executive Order. I have not been judged "mentally incompetent" in a court of law. I have not been judged "mentally incompetent" in a court of law.						
NOTE: You may change your political party affil	iation at any	ignature		Date		
time on or before December 31st to rema	ain eligible to	ssed Bv:	TINESSES RE	QUIRED IF "MARK" IS US Witnessed by:	EU	
vote in the following primary election.	Willie	ssea by.		trialessed by.		



Verity Scan Setup

- All Supplies are in the black bin
- Ballot Bag
- Supply Bag
- E-poll Books
- Extension Cords/Power Strip
- Power Brick
- Privacy Screens
- Precinct Sign Tower

Verify GREEN Seal # on Verification Sheet!!

This form must be completed and returned to the COUNTY CLERK.

VERITY SCAN VERIFICATION FORM

ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS	Judges' Initials
Precinct Name:	
Verity Scan Serial Number:	
Verity Scan Red Seal Number:	
Tub - Yellow Seal Number:	
Tub - Blue Seal Number:	
Tub - Black Seal Number:	
Case Handle - Green Seal Number:	
Verity Scan Lifetime Counter:	
Red Ballot Bag Lock Seal:	
Signature	
Program Administrator who sealed Verity Scan	

Verity Touch Writer Setup



Attach GREEN seal to handle bars of the Verity Scan Machine

